The list of Data Elements below applies to Version 4.0. CMS must provide input for all data elements listed. If information for Required data elements is not available, default values will be used. CMS must provide the latest version to agencies when available.

| SUBMISSION HEADER DATA | | |
|--|---|--|
| Data Elements Common Titles Data Descriptions | | Value Required Y = Yes N = NO |
| Agency ID | Agency ID from HCS system. This information is used for tracking and authentication. | Y |
| Agency Name | Agency name used in HCS. This value is only used for reporting and submission logging purposes The value will be converted in upper case while processed. | Y |
| CMS Vendor ID | The CMS system ID. The value is a numeric ID associated with your CMS System name in the HCS system. The value is only available when your CMS is registered with HUD | Y |
| Fiscal Year ID | Accepts a two-digit fiscal year ID value. | Y |
| Reporting Period ID | An integer ID of the report period. The report period corresponds to a quarter of the fiscal year. | Y |

| AGENCY PROFILE DATABAG | | |
|-------------------------------------|---|---|
| Data Elements Common Titles | Data Descriptions | |
| Agency EIN | Agency federal employee identification number or Tax ID used by IRS | N |
| Reporting Month | Identifies the month data is reported. | Y |
| Agency's Dunn's Number | Agency Dunn & Bradstreet identification number | 2 |
| Agency Physical Address Line 1 | Agency's current physical location address line #1 | Y |
| Agency Physical Address Line 2 | Agency's current physical location address line #2 if applicable | N |
| Agency Physical Address Line 3 | Agency's current physical location address line #3 if applicable | N |
| Agency Physical Address Line 4 | Agency's current physical location address line #4 if applicable | N |
| Agency Physical Address City | Agency's physical location address city | Υ |
| Agency Physical Address State | Agency's physical location address state | Υ |
| Agency Physical Address Zip Code | Agency's physical location address ZIP code | Υ |
| Agency Mailing Address Line 1 | Agency's current mailing location address line #1 | N |
| Agency Mailing Address Line 2 | Agency's current mailing location address line #2 if applicable | N |

| Agency Mailing Address Line 3 | Agency's current mailing location address line #3 if applicable | N |
|------------------------------------|--|---|
| Agency Mailing Address Line 4 | Agency's current mailing location address line #4 if applicable | N |
| Agency Mailing Address City | Agency's mailing location address city | N |
| Agency Mailing Address State | Agency's mailing location address state | N |
| Agency Mailing Address Zip Code | Agency's mailing location address ZIP code | N |
| Agency Web Site | Agency's web site URL (address). | N |
| Agency's Office Phone Number | Agency's phone number For public information and inquiries. | Y |
| Agency Toll Free Phone Number | Agency's toll free number For public information and inquiries. | N |
| Agency's FAX number | Agency's fax number For public information and inquiries. | N |
| Agency's Office Email Address | Agency's office Email For public information and inquiries. | N |
| Agency Faith Base | Indicator that identifies the agency as a faith based organization | Y |
| Agency Colonias | Indicator of services provided to the Colonias population | Y |
| Agency Migrant Farm Workers | Indicator that the agency serves migrant farm workers | Y |

| Agency Counseling Budget | Identifies Agency's total Housing Counseling Budget for the support and operations of the agency. | Y |
|------------------------------------|---|---|
| Agency Languages | One or more languages that the Agency counselors can speak. | Y |
| Agency Counseling Service Types | One or more counseling service types that the counselors at this Agency are certified to provide. | Y |
| Contact Type | System ID that identifies the agency personnel position such as: CEO, Office Director, Manager, Counselor, etc. | Y |
| Contact First Name | Agency personnel's first name | Υ |
| Contact Last Name | Agency personnel's last name | Υ |
| Contact Middle Name | Agency personnel's middle name. Middle initial is accepted | N |
| Contact Title | System ID for Agency contact business title. | Y |
| Contact Address1 | Agency office's mailing street address line 1 | Y |
| Contact Address2 | Agency office's mailing street address line 2 | N |
| Contact City | Agency office's mailing address city | Y |
| | | |

| Contact State | Agency office's mailing address state | Y |
|----------------------------|--|---|
| Contact Zip Code | Agency office's mailing address zip code | Y |
| Contact Phone Number | Agency's Personnel Phone Number | Y |
| Contact Phone Extension | Agency Personnel Phone Extension if applicable | N |
| Contact Mobile Number | Agency's Personnel Mobile Phone Number if applicable | N |
| Contact FAX number | Agency's Personnel FAX Number if applicable | N |
| Contact Email | Agency's Personnel Email address. For contact from HUD | Y |

COUNSELOR DATABAG

| Data Elements Common Titles | Data Descriptions | Value Required Y = Yes N = No |
|---------------------------------------|--|--|
| CMS Counselor ID | Counselor ID associated with the agency assigned by the CMS or agency to identify each counselor. | Y |
| Counselor First Name | Agency counselor first name | Y |
| Counselor Middle Name | Agency counselor middle name | N |
| Counselor Last Name | Agency counselor last name | Y |
| Counselor Employment Start Date | The date the counselor started working for the agency | Y |
| Counselor Employment End Date | The last date the counselor worked for the agency if counselor no longer employed | N |
| Counselor HUD ID | Placeholder for future release where counselors register themselves and are issued a HUD id that would uniquely identify them across all agencies for which they work. | N |
| Counselor Billing Rate | Rate counselor charges for services | N |
| Counselor Billing Method | Description of counselor billing mode – i.e. "hourly" or "fixed". | N |

| Counselor SSN | Full SSN for counselor. Useful in uniquely identifying a counselor across all agencies. | Y |
|--|---|---|
| Counselor Phone | Counselor Phone number | Z |
| Counselor Email Address | Counselor email address | N |
| Counselor Languages | One or more languages counselor can speak. | N |
| Counselor Service Types | One or more service types counselor is certified to provide. | N |
| Counselor Training Title | The title of the training course attended by the counselor | Υ |
| Counselor Training Date | The date of the training course attended by the counselor | Υ |
| Counselor Training Duration | Length of training session. | N |
| Counselor Training Certificate | Indicates whether the counselor received a certificate from the training course attended | Y |
| Counselor Training Organization | The organization that provided the training course the counselor attended. | Υ |
| Counselor Training Organization Other | The organization that provided the training course the counselor attended when it is not one of the predefined organizations. | N |

| Counselor Training Sponsor | The organization that sponsored the training course the counselor attended. | Y |
|-------------------------------------|--|---|
| Counselor Training Sponsor Other | The name of the organization that sponsored the training course if it is now a known organization. | N |

CLIENT DATABAG

| Data Elements Common Titles | Data Descriptions | Value Required Y = Yes N = No |
|-----------------------------|---|--|
| Client ID Number | Unique identifier the CMS assigns to each client | Y |
| Client Case Number | Agency's file number or case number assigned to each client for counseling services. Combination of Case Number and ID Number uniquely identify a client. | Y |
| Client SSN1 | Client's complete social security number | N |
| Client SSN2 | Client's last 4 digits of their social security number | N |
| Client First Name | Client's first name | N |
| Client Last Name | Client's last name | N |
| Client Middle Name | Client's middle name or initial | N |
| Client Street Address1 | Client's physical street address line #1 of residence | N |

| Client Street Address2 | Client's physical street address line #2 of residence | N |
|----------------------------|--|---|
| Client City | Client's physical address city of residence | Υ |
| Client State | Client's physical address state of residence. Specified as a reference ID representing state name. | Y |
| Client Zip | Client's physical address zip code of residence | Y |
| Client New Street Address1 | Client's desired new residence street address line #1 | Ν |
| Client New Street Address2 | Client's desired new residence street address line #2 | Z |
| Client New City | Client's desired new residence address city | Z |
| Client New State | Client's desired new residence address state. Specified as a reference ID representing state name. | N |
| Client New Zip | Client's desired new residence address zip code | N |
| Client Phone Number | Client's home phone number | Z |
| Client Mobile Phone Number | Client's cell phone number if applicable | N |

| Client Fax | Client's FAX phone number if applicable | N |
|--|--|---|
| Client Email | Client's Email address if applicable | N |
| Client Family Size | The number of individuals that live in the client's residence | N |
| Client Gender | Client's gender | Y |
| Client Marital Status | Client's marital status. Specified as reference ID representing various choices including: Marry, Single, Divorce, etc | Y |
| Client Race ID | Client's race as defined in 9902 form. The CMS assigns a reference ID associated with the appropriate descriptions. | Y |
| Client Ethnicity ID | Client's ethnicity as defined in 9902 form. The CMS assigns a reference ID associated with the appropriate descriptions. | Y |
| Client Head of Household Type | Indicates who is the head of household, i.e. Single Adult, Married with dependents, Two or more unrelated Adults, etc. Specified as a reference ID representing the various choices. | Y |
| Client Household Gross Monthly Income | Household's gross monthly income from all household members | Y |
| Client Birth Date | Client's day of birth | N |

| Client Counselor ID | Identifies the counselor ID assigned to conduct counseling. Must correlate to an actual counselor in current submission. | Y |
|-----------------------------------|---|----------|
| Client Highest Education | Client's description indicating the highest level of completed education. | Y |
| Client Farm Worker | Indicates if client is a farm worker. | Y |
| Client Colonias Resident | Indicates if client is a colonias resident | Y |
| Client HUD Assistance | The type of HUD assistance received by the client to for their housing problem. Specified as reference ID matching correct description. | Y |
| Client Disabled | Indicates if the client has a disability | Y |
| Client Dependents Number | Indicates the number of individuals in the household that rely on support | Y |
| Client Intake Date | Date when client initiated agency counseling services | Y |
| Client Counsel Session Date Start | The day when the client conducted counseling for a specific counseling service | Y |
| Client Counsel Session Date End | The day when the client counseling session ended for a specific counseling service. If counseling ongoing, omit. | N |
| Client Language Spoken | The language the client is fluent | Y |

| Client Session Duration | The session is the counseling meeting conducted each time the client meets with assigned counselor. Session duration time will be recorded in minutes. | Y |
|--|--|---|
| Client Counseling Type | The type of counseling as listed in agency profile. Specified as a reference ID matching descriptions. | Y |
| Client Counseling Termination | Reason the counseling service is terminated. The termination is based upon the outcome listed in section #7 of the 9902 report. | Y |
| Client Counseling Fee | The cost the client paid out of pocket for counseling services | Z |
| Client Attribute HUD Grant | Indicate if the client's counseling session was funded by HUD Grant. If so, specify type of grant through a reference ID. | Y |
| Client Grant Amount Used | Indicates how much HUD was billed for this particular client counseling. This enables HUD to track how their money is used. | N |
| Client HECM Certificate | Indicate if the client received a HECM certificate | Z |
| Client HECM Certificate Issue Date | If applicable, the date the HECM certificate was issue and started the time when the certificate is usable. | Z |
| Client HECM Certificate expiration Date | The date the HECM certificate expires | Z |
| Client HECM Certificate ID | The HECM certificate ID that was issued | N |
| Client Predatory Lending | Indicator of whether or not the client is a victim of predatory lending practices | N |

| Client Mortgage Type | Indicates the client's existing mortgage type before counseling. | Z |
|---|---|---|
| Client Mortgage Type After | Indicates the client's renegotiated mortgage type as a result from counseling | N |
| Client Finance Type Before | Indicates the type of financing the client had prior to counseling | N |
| Client Finance Type After | Indicates the type of financing the client receive after counseling | N |
| Client First Time Home Buyer | Indicator whether the client is a first time home buyer at the time of counseling. | Y |
| Client Discrimination Victim | Indicator whether the client is a victim of discrimination in housing | Y |
| Client Mortgage Closing Cost | Client's Closing cost on the new mortgage from counseling. | N |
| Client Mortgage Interest Rate | Client's interest rate on the new mortgage from counseling. | N |
| Client_Intake_Loan_Type | Indicates type of intake loan client has. | Y |
| Client Intake Loan Is a Hybrid ARM Loan | If Client Intake Loan is ARM, then this is required. Indicate here that it is a Hybrid ARM Loan. Boolean field. | N |
| Client Intake Loan Is an Option ARM Loan | If Client Intake Loan is ARM, t hen this is required. Indicate here that it is an Option ARM loan. Boolean field. | N |
| • | | |

| Client_Intake_Loan_Is_Interest_Only | Indicates if client intake loan is an interest- only loan. Boolean field. | Z |
|--|--|---|
| Client Intake Loan is FHA Or VA Insured Loan | Indicates if client intake loan is FHA or VA insured. Boolean field. | N |
| Client Intake Loan is a Privately Held Loan | Indicates if client intake loan is privately held. Boolean field. | N |
| Client Intake Loan is Has Interest Rate Reset | Indicates if client intake loan has interest rate reset. Boolean field. | Z |
| Client Loan Being Reported | Indicates which loan the client is reporting. There are two possible values: First or Second. | N |
| Client Second Loan Exists | Indicates if the client has a second loan. Boolean value. Required if Client Loan Being Reported is First. | N |
| Client Referred By | Indicates the source of referral the client learned about the counseling program. | Y |
| Client Sales Contract Signed | Indicating the date the sales contract was signed. | Z |
| Client Credit Score | The client's FICO score from a major acceptable credit reporting agency | Z |
| Client Credit Score Source | If a credit score is provided, this field needs to be provided as well. It indicates the source of the credit score. List of acceptable values specified in a reference table. | N |
| Client Missing Credit Score Reason | If no credit score is provided, then specify the reason why. List of acceptable values specified in a reference table. | N |

| Client Job Duration | Length of time employed in months | Y |
|-----------------------------|---|---|
| Client household Debt | Monthly household liabilities | Y |
| Client Mortgage Delinquency | Mortgage payments missed in months | N |
| Client Spouse First Name | Client's spouse first name | N |
| Client Spouse Last Name | Client spouse last name | N |
| Client Spouse Middle Name | Client's spouse middle name or initial | N |
| Client Spouse SSN | Client's spouse complete social security number | N |
| Client Income Level | Indicates the client's Household income level as defined in 9902 Section #5. Specified as a reference ID. | Y |
| Client Purpose of Visit | Indicates the purpose of client counseling session. Specified as a reference id. Values include Occupied, Seeking Help Housing, Home Maintenance Finance Mgmt, Prevent Mortgage Delinquency, Prepurchase Counsel. | Y |
| Client Outcome of Visit | The outcome of the client counseling session. Allowable values depend on Purpose of Visit. Specified as a reference ID. | Y |

9902 DATABAG

| Data Elements Common Titles | Data Descriptions | Value Required Y = Yes N = No |
|---|---|--|
| Report Period ID | An integer ID of the report period. The report period corresponds to a quarter of the fiscal year. | Y |
| Activity Type ID | The activity types that are reported on the 9902 that are funded by HUD or other sources. This is a required attribute for all form_9902 child elements described below. Activity=4: All Counseling and Education Activities Activity=5: Counseling and Education Activities Attributed to HUD Housing Counseling Grant Funds The only allowed value is 4. | Y |
| 9902 DAT | ABAG – 9902 FORM DATA | |
| 9902 Form 3.a Ethnicity of Clients - Hispanic | Sum of clients counseled with an ethnicity of "Hispanic" | Y |
| 9902 Form 3.b Ethnicity of Clients – Not Hispanic | Sum of clients counseled with an ethnicity of "Not Hispanic" | Y |
| 9902 Form 3.c Ethnicity of Clients - Chose not to respond | Sum of client counseled with an Ethnicity of "Chose not to respond" | Υ |

| Section 3 Total | Section 3 Total | Y |
|--|---|---|
| 9902 Form 4.a Race of Clients – Single Race – American Indian/Alaskan Native | Sum of clients counseled who are "American Indian/Alaskan Native" | Υ |
| 9902 Form 4.b Race of Clients – Single Race – Asian | Sum of clients counseled who are "Asian" | Y |
| 9902 Form 4.c Race of Clients – Single Race –Black or African American | Sum of clients counseled who are "Black or African American" | Y |
| 9902 Form 4.d Race of Clients – Single Race – Native Hawaiian or Other Pacific Islander | Sum of clients counseled who are "Native Hawaiian or Other Pacific Islander" | Y |
| 9902 Form 4.e Race of Clients – Single Race – White | Sum of clients counseled who are "White" | Υ |
| 9902 Form 4.f Race of Clients – Multi-Race – American Indian or Alaska Native and White | Sum of clients counseled who are "American Indian or Alaska Native and White" | Y |
| 9902 Form 4.g Race of Clients – Multi-Race – Asian and White | Sum of clients counseled who are "Asian and White" | Υ |
| 9902 Form 4.h Race of Clients – Multi-Race – Black or African American and White | Sum of clients counseled who are "Black or African American and White" | Y |
| 9902 Form 4.i Race of Clients – Multi-Race – American Indian or Alaska Native and Black or African American | Sum of clients counseled who are "American Indian or Alaska Native and Black or African American" | Y |
| 9902 Form 4.j Race of Clients – Multi-Race – Other multiple race | Sum of clients counseled who are "Other multiple race" | Y |

| 9902 Form 4.k Race of Clients – Chose not to | Sum of clients counseled who "Chose not to respond" | Υ |
|---|---|----|
| respond | - Sopond | |
| Section 4 Total | Section 4 Total | Y |
| 9902 Form 5.a Income Levels – < 50% of Area Median Income (AMI) | Sum of all clients with income levels "less than 50% of Area Median Income (AMI)". Provide a value of 0 if no data. | Y |
| 9902 Form 5.b | Sum of all clients with income levels "between 50 – 79% of AMI" | ., |
| Income Levels – 50 - 79% of AMI | Provide a value of 0 if no data. | Y |
| 9902 Form 5.c | Sum of all clients with income levels "between 80 – 100% of AMI" | |
| Income Levels – 80 - 100% of AMI | | Y |
| | Provide a value of 0 if no data. | |
| 9902 Form 5.d | Sum of all clients with income levels "greater than 100% AMI" | |
| Income Levels – > 100% AMI | | Υ |
| | Provide a value of 0 if no data. | |
| 9902 Form 5.e Income Levels – Chose not to | Sum of all clients with income levels of "Chose not to respond" | Y |
| respond | Provide a value of 0 if no data. | • |
| | | |
| Section 5 Total | Section 5 Total | Y |
| 9902 Form 6.a | | |
| Clients Receiving Education/Group | Sum of clients "Completed pre-purchase | Υ |
| Sessions – Completed pre-purchase homebuyer education workshop | homebuyer education workshop" | • |
| 9902 Form 6.b | | |
| Clients Receiving Education/Group | Sum of clients "Completed financial literacy | |
| Sessions – Completed financial | workshop, including home financing, | Υ |
| literacy workshop, including home financing, budgeting and/or credit | budgeting and/or credit repair" | |
| repair | | |

| 9902 Form 6.c Clients Receiving Education/Group Sessions – Completed resolving or preventing mortgage delinquency workshop | Sum of clients "Completed resolving or preventing mortgage delinquently workshop" | Y |
|---|--|---|
| 9902 Form 6.d Clients Receiving Education/Group Sessions – Completed non- delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | Sum of clients "Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners" | Y |
| 9902 Form 6.e Clients Receiving Education/Group Sessions – Completed fair housing workshop | Sum of clients "Completed fair housing workshop" | Y |
| 9902 Form 6.f Clients Receiving Education/Group Sessions – Completed pre-purchase homebuyer education workshop | Sum of clients "Completed predatory lending workshop" | Y |
| 9902 Form 6.g Clients Receiving Education/Group Sessions – Completed rental workshop | Sum of clients "Completed rental workshop" | Y |
| 9902 Form 6.h Clients Receiving Education/Group Sessions – Other workshop | Sum of clients completed "Other workshop" | Y |
| Section 6 Total | Section 6 Total | Y |
| 9902 Form 7.a.1 Numbers of Clients Counseled, by Purpose of Visit and Results a. Seeking Pre-Purchase Homebuyer Counseling 1. Purchased housing | Sum of clients "Seeking Pre-Purchase Homebuyer Counseling – Purchased housing" | Υ |
| 9902 Form 7.a.2 Numbers of Clients Counseled, by Purpose of Visit and Results a. Seeking Pre-Purchase Homebuyer Counseling 2. Client will be mortgage ready within 90 days | Sum of clients "Seeking Pre-Purchase Homebuyer Counseling – Client will be Mortgage Ready within 90 days" | Y |

| 9902 Form 7.a.3 Numbers of Clients Counseled, by Purpose of Visit and Results a. Seeking Pre-Purchase Homebuyer Counseling 3. Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | Sum of clients "Seeking Pre-Purchase Homebuyer Counseling – Client will be Mortgage Ready after 90 days and less than or equal to 180 days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership" | Y |
|--|---|---|
| 9902 Form 7.a.4 Numbers of Clients Counseled, by Purpose of Visit and Results a. Seeking Pre-Purchase Homebuyer Counseling 4. Receiving long term pre-purchase counseling | Sum of clients "Seeking Pre-Purchase Homebuyer Counseling – Receiving long term (greater than 180 days) pre-purchase counseling" | Y |
| 9902 Form 7.a.5 Numbers of Clients Counseled, by Purpose of Visit and Results a. Seeking Pre-Purchase Homebuyer Counseling 5. Entered lease purchase program | Sum of clients "Seeking Pre-Purchase Homebuyer Counseling – Entered lease purchase program" | Y |
| 9902 Form 7.a.6 Numbers of Clients Counseled, by Purpose of Visit and Results a. Seeking Pre-Purchase Homebuyer Counseling 6. Decided Not to purchase housing; no further effort to prepare needed | Sum of clients "Seeking Pre-Purchase Homebuyer Counseling – Decided Not to purchase housing; no further effort to prepare needed" | Y |
| 9902 Form 7.a.7 Numbers of Clients Counseled, by Purpose of Visit and Results a. Seeking Pre-Purchase Homebuyer Counseling 7. Withdrew from counseling | Sum of clients "Seeking Pre-Purchase Homebuyer Counseling - Withdrew from counseling" | Y |
| 9902 Form 7.a.8 Numbers of Clients Counseled, by Purpose of Visit and Results a. Seeking Pre-Purchase Homebuyer Counseling 8. Other | Sum of clients "Seeking Pre-Purchase Homebuyer Counseling – Other" | Y |

| Section 7a Total | Section 7a Total | Y |
|---|--|---|
| 9902 Form 7.b.1 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 1. Brought mortgage current | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency - Brought mortgage current" | Y |
| 9902 Form 7.b.2 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 2. Mortgage refinanced | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency - Mortgage refinanced" | Y |
| 9902 Form 7.b.3 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 3. Mortgage modified | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency - Mortgage modified" | Y |
| 9902 Form 7.b.4 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 4. Received second mortgage | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency - Received second mortgage" | Υ |
| 9902 Form 7.b.5 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 5. Initiated forbearance agreement/repayment plan | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency - Initiated forbearance agreement/repayment plan" | Y |
| 9902 Form 7.b.6 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 6. Executed a deed-in-lieu | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency - Executed a deed-in-lieu" | Y |
| 9902 Form 7.b.7 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency - Sold property/chose alternative housing solution" | Y |

| Proventing Mortgage Polinguanay | | |
|--|---|---|
| Preventing Mortgage Delinquency 7. Sold property/chose alternative | | |
| housing solution | | |
| 9902 Form 7.b.8 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 8. Pre-forclosure sale | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency – Preforeclosure sale" | Y |
| 9902 Form 7.b.9 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 9. Mortgage foreclosed | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency – Mortgage foreclosed" | Y |
| 9902 Form 7.b.10 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 10. Counseled and referred to another social service or emergency assistance agency | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency – Counseled and referred to another social service or emergency assistance agency" | Y |
| 9902 Form 7.b.11 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 11. Obtained partial claim loan from FHA lender | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency – Obtained partial claim loan from FHA lender" | Y |
| 9902 Form 7.b.12 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 12. Bankruptcy | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency – Bankruptcy" | Y |
| 9902 Form 7.b.13 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 13. Entered debt management plan | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency – Entered debt management plan" | Y |

| 9902 Form 7.b.14 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 14. Counseled and referred for legal assistance | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency – Counseled and referred for legal assistance" | Y |
|---|--|---|
| 9902 Form 7.b.15 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 15. Currently receiving foreclosure prevention/budget counseling | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency – Currently receiving foreclosure prevention/budget counseling" | Y |
| 9902 Form 7.b.16 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 16. Withdrew from counseling | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency – Withdrew from counseling" | Y |
| 9902 Form 7.b.17 Numbers of Clients Counseled, by Purpose of Visit and Results b. Seeking Help with Resolving or Preventing Mortgage Delinquency 17. Other | Sum of clients "Seeking Help with Resolving or Preventing Mortgage Delinquency – Other" | Y |
| Section 7b Total | Section 7b Total | Y |
| 9902 Form 7.c.1 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial Management for Homeowners 1. Obtained a Home Equity Conversion Mortgage (HECM) | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Obtained a Home Equity Conversion Mortgage (HECM)" | Y |
| 9902 Form 7.c.2 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial Management for Homeowners 2. Counseled on HECM; decided not | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Counseled on HECM; decided not to obtain mortgage" | Y |

| to obtain mortgage | | |
|--|---|----------|
| 9902 Form 7.c.3 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial Management for Homeowners 3. Obtained a non-FHA reverse mortgage | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Obtained a non-FHA reverse mortgage" | Y |
| 9902 Form 7.c.4 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial Management for Homeowners 4. Received home equity or home improvement loan or other home repair assistance | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Received home equity or home improvement loan or other home repair assistance" | Y |
| 9902 Form 7.c.5 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial Management for Homeowners 5. Received consumer loan (unsecured) | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Received consumer loan (unsecured)" | Y |
| 9902 Form 7.c.6 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial Management for Homeowners 6. Mortgage refinanced | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Mortgage refinanced" | Y |
| 9902 Form 7.c.7 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial Management for Homeowners 7. Counseled and referred to other social service agency | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Counseled and referred to other social service agency" | Y |

| 9902 Form 7.c.8 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial Management for Homeowners 8. Sold house/chose alternative housing solution | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Sold house/chose alternative housing solution" | Y |
|---|---|---|
| 9902 Form 7.c.9 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial Management for Homeowners 9. Completed financial management/budget counseling | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Completed financial management/budget counseling" | Y |
| 9902 Form 7.c.10 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial Management for Homeowners 10. Completed home maintenance counseling | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Completed home maintenance counseling" | Y |
| 9902 Form 7.c.11 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial Management for Homeowners 11. Counseled and utilities brought current | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Counseled and utilities brought current" | Y |
| 9902 Form 7.c.12 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial Management for Homeowners 12. Counseled and referred for legal assistance | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Counseled and referred for legal assistance" | Y |
| 9902 Form 7.c.13 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Currently receiving counseling" | Y |

| Management for Homeowners 13. Currently receiving counseling | | |
|--|--|---|
| 9902 Form 7.c.14 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial Management for Homeowners 14. Withdrew from counseling | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Withdrew from counseling" | Y |
| 9902 Form 7.c.15 Numbers of Clients Counseled, by Purpose of Visit and Results c. Seeking Help with Home Maintenance and Financial Management for Homeowners 15. Other | Sum of clients "Seeking Help with Home Maintenance and Financial Management for Homeowners – Other" | Y |
| Section 7c Total | Section 7c Total | Y |
| 9902 Form 7.d.1 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing 1. Received housing search assistance | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Received housing search assistance" | Υ |
| 9902 Form 7.d.2 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing 2. Obtained temporary rental relief | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Obtained temporary rental relief" | Υ |
| 9902 Form 7.d.3 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing 3. Counseled and referred to agency with rental assistance program | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Counseled and referred to agency with rental assistance program" | Y |

| 9902 Form 7.d.4 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing 4. Advised on recertification for HUD/other subsidy program | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Advised on recertification for HUD/other subsidy program" | Y |
|---|---|---|
| 9902 Form 7.d.5 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing 5. Counseled and referred to other social service agency | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Counseled and referred to other social service agency" | Y |
| 9902 Form 7.d.6 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing 6. Counseled and referred to legal aid agency for fair housing assistance | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Counseled and referred to legal aid agency for fair housing assistance" | Y |
| 9902 Form 7.d.7 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing 7. Counseled and referred to legal aid agency for assistance with eviction | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Counseled and referred to legal agency for assistance with eviction" | Y |
| 9902 Form 7.d.8 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing 8. Found alternative rental housing | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Found alternative rental housing" | Y |
| 9902 Form 7.d.9 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Decided to remain in current housing situation" | Y |

| Decided to remain in current housing situation | | |
|--|--|----------|
| 9902 Form 7.d.10 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing 10. Resolved issue in current tenancy | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Resolved issue in current tenancy" | Y |
| 9902 Form 7.d.11 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing 11. Entered debt management/repayment plan | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Entered debt management/repayment plan" | ~ |
| 9902 Form 7.d.12 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing 12. Counseled and utilities brought current | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Counseled and utilities brought current" | Y |
| 9902 Form 7.d.13 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing 13. Resolved security deposit dispute | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Resolved security deposit dispute" | Y |
| 9902 Form 7.d.14 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing 14. Currently receiving counseling | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Currently receiving counseling" | Y |
| 9902 Form 7.d.15 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Withdrew from counseling" | Y |

| Securing, or Maintaining Residence in Rental Housing 15. Withdrew from counseling | | |
|---|--|---|
| 9902 Form 7.d.16 Numbers of Clients Counseled, by Purpose of Visit and Results d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing 16. Other | Sum of clients "Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing – Other" | Y |
| Section 7d Total | Section 7d Total | Y |
| 9902 Form 7.e.1 Numbers of Clients Counseled, by Purpose of Visit and Results e. Seeking Shelter or Services for the Homeless 1. Occupied emergency shelter | Sum of clients "Seeking Shelter or Services for the Homeless – Occupied emergency shelter" | Y |
| 9902 Form 7.e.1 Numbers of Clients Counseled, by Purpose of Visit and Results e. Seeking Shelter or Services for the Homeless 2. Occupied transitional housing | Sum of clients "Seeking Shelter or Services for the Homeless – Occupied transitional housing" | Y |
| 9902 Form 7.e.3 Numbers of Clients Counseled, by Purpose of Visit and Results e. Seeking Shelter or Services for the Homeless 3. Occupied permanent housing with rental assistance | Sum of clients "Seeking Shelter or Services for the Homeless - Occupied permanent housing with rental assistance" | Y |
| 9902 Form 7.e.4 Numbers of Clients Counseled, by Purpose of Visit and Results e. Seeking Shelter or Services for the Homeless 4. Occupied permanent housing without rental assistance | Sum of clients "Seeking Shelter or Services for the Homeless - Occupied permanent housing without rental assistance" | Y |
| 9902 Form 7.e.5 Numbers of Clients Counseled, by Purpose of Visit and Results e. Seeking Shelter or Services for the | Sum of clients "Seeking Shelter or Services for the Homeless – Counseled Referred to other social service agency" | Y |

| Homeless 5. Counseled Referred to other social service agency | | |
|---|--|---|
| 9902 Form 7.e.6 Numbers of Clients Counseled, by Purpose of Visit and Results e. Seeking Shelter or Services for the Homeless 6. Remained homeless | Sum of clients "Seeking Shelter or Services for the Homeless – Remained homeless" | Y |
| 9902 Form 7.e.7 Numbers of Clients Counseled, by Purpose of Visit and Results e. Seeking Shelter or Services for the Homeless 7. Currently receiving counseling | Sum of clients "Seeking Shelter or Services for the Homeless – Currently receiving counseling" | Y |
| 9902 Form 7.e.8 Numbers of Clients Counseled, by Purpose of Visit and Results e. Seeking Shelter or Services for the Homeless 8. Withdrew from counseling | Sum of clients "Seeking Shelter or Services for the Homeless - Withdrew from Counseling | Y |
| 9902 Form 7.e.9 Numbers of Clients Counseled, by Purpose of Visit and Results e. Seeking Shelter or Services for the Homeless 9. Other | Sum of clients "Seeking Shelter or Services for the Homeless – Other" | Y |
| Section 7e Total | Section 7e Total | Y |
| Section 7 (a-e) Total | Sum of "Individual Counseling / Section 7 a – e Total" | Υ |
| 9902 DATABAG – GROUP SESSION/ATTENDEE DATA | | |
| Group Session ID | A unique id for an instance of a group session conducted by a counseling agency | Y |

| The title of the group session conducted by a counseling agency | Y |
|---|---|
| The day the group session was conducted or the first day of the group session if session spanned multiple days. | Y |
| The number of hours the group session took. If the group session spans multiple days, then the aggregate number of hours through all the days of the session. | Y |
| The CMS counselor ID of the counselor that taught or led the group session. | Y |
| The topic covered in the group session. This provides the data for calculating HUD 9902 group session numbers. Specified as a reference ID. | Y |
| Indicates the HUD Housing Counseling Grant that was used to fund the course. Specified as a reference ID. | Y |
| Unique identifier within this Agency for a group session attendee. Must match global Attendee ID for this Agency. | Y |
| Amount Attendee paid to attend group session. | Y |
| Indicates the source of reference the attendee learned about program | Y |
| Indicator of whether this Attendee is a first time home buyer before receiving education. | Y |
| Attendees first line of residence street address at time of group session. | Y |
| | The day the group session was conducted or the first day of the group session if session spanned multiple days. The number of hours the group session took. If the group session spans multiple days, then the aggregate number of hours through all the days of the session. The CMS counselor ID of the counselor that taught or led the group session. The topic covered in the group session. This provides the data for calculating HUD 9902 group session numbers. Specified as a reference ID. Indicates the HUD Housing Counseling Grant that was used to fund the course. Specified as a reference ID. Unique identifier within this Agency for a group session attendee. Must match global Attendee ID for this Agency. Amount Attendee paid to attend group session. Indicates the source of reference the attendee learned about program Indicator of whether this Attendee is a first time home buyer before receiving education. Attendees first line of residence street |

| | Attendee's second line of residence street | |
|--|---|---|
| Group Session Attendee Address 2 | address at time of group session. | Y |
| Group Session Attendee City | Attendee's city of residence at time of group session. | Y |
| Group Session Attendee State | Attendee's state of residence at time of group session. | Y |
| Group Session Attendee Zip Code | Attendee's zip code of residence at time of group session. | Y |
| Group Session Attendee Income Level | Attendee's Income Level at time of group session. | Y |
| Attendee ID | Unique id identifying this Attendee within Agency. | Y |
| Attendee First Name | Attendee of agency group session(s) First name | N |
| Attendee Last Name | Attendee of agency group session(s) last name | N |
| Attendee Middle Name | Attendee of agency group session(s) middle name or initial | N |
| Attendee Address1 | Attendee of agency group session(s) most current street address line #1 | N |
| Attendee Address2 | Attendee of agency group session(s) most current street address line #2 | N |

| Attendee City | Attendee of agency group session(s) most recent city | Y |
|-----------------------|--|---|
| Attendee State | Attendee of agency group session(s) most recent state | Y |
| Attendee Zip Code | Attendee of agency group session(s) most recent zip code | Y |
| Attendee Race ID | Indicates the Attendee's race as indicated on 9902 Section #3. Specified as a reference ID. | Y |
| Attendee Ethnicity ID | Indicates the Attendee's ethnicity as indicated on 9902 Section #4. Specified as a reference ID. | Y |
| Attendee Income Level | Indicates the Attendee's most current income level as indicated on 9902 Section #5. Specified as a reference ID. | Y |